

## **RECEPTIONIST/ LEGAL ADMINISTRATIVE ASSISTANT**

### **Job Description**

**LLF LAWYERS**, a full-service law firm, is seeking a dynamic, energetic, professional for a full-time permanent Receptionist/Legal Administrative Assistant position in our Peterborough office.

You will be a first point of contact for our clients and work closely all members of our team. The ideal candidate will have a minimum of three years experience working in a fast-paced law firm environment, and be able to simultaneously welcome clients, manage telephone calls, deliveries, client payments and perform a variety of other administrative tasks.

#### **Responsibilities include:**

- Greet and welcome guests upon arrival at the office
- Direct visitors to the appropriate staff member and meeting room
- Answer, screen and forward incoming phone calls
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Receive and process client payments
- Open files
- Schedule meetings, as required
- Keep updated records of delivery expenses
- Client ID verification
- Perform other clerical receptionist duties such as filing, photocopying and faxing
- Insert replacement pages in LLF's Law Library binders
- Arrange for notarization of documents and invoicing for same
- Opportunity to assist lawyers and staff with document preparation and reporting of files
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)

#### **The candidate will preferably have:**

- Post-secondary education in the legal field
- Minimum 3-years experience as a Receptionist/Administrative Assistant in a law firm environment
- Exceptional attention to detail and be highly organized
- Strong computer skills (proficient in Office 365 and PCLaw)
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written, verbal communication and inter-personal skills
- Resourceful and proactive when issues arise
- Excellent organizational skills
- Multi-tasking and time-management skills, with the ability to prioritize tasks\
- Customer-service attitude